**Re-opening of Meetings: Suggestions**

* Contact Local Authorities to be sure that you are compliant with local requirements
* Contact your facility and determine if they have any specific requirements that must be adhered to in order to use the facilities
* Clean all tables and chairs before members arrive
* Have spray cleaner and paper towels available for those who want to clean their own areas
* Make sure bathrooms have soap for washing hands
* Wear your masks to meetings
* Consider not serving coffee and suggest members bring their own drinks to meetings
* Move chairs to allow for distance between members
* Put the basket in a stationary place
* Designate an area for members who have compromised immune systems – could use reserved signs on the seats. Get creative – be mindful that designated area will not be in high traffic areas
* Download readings/books to avoid passing literature around the meeting
* Consider having gloves on hand so that the person signing papers can protect themselves
* Spray key tags with disinfectant prior to meeting. Wear gloves when handing them out
* Circle up without touching
* Door Post:
  + Please don’t move the chairs
  + Normally we hug: please be mindful that due to COVID not everyone will be comfortable with hugs: Please ask for permission before going in
  + If you feel sick, or have had a fever, in the past 14 days please refrain from attending in person meetings. Virtual meetings are still available [kansascityna.org]
* Format announcement to reiterate the new precautions that the home group is taking to protect the members